



DEPARTMENT OF THE ARMY
HEADQUARTERS, 264th MEDICAL BATTALION, 32d MEDICAL BRIGADE
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
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MCCS-AD

07 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) and Sexual Harassment Complaint Procedures (Policy Memorandum #4)

1. Purpose: To establish equal opportunity and sexual harassment complaint procedures IAW AR 600-20 and AR 690-600.
2. Applicability: This policy applies to all military and civilian personnel assigned or attached to the 264th Medical Battalion. This policy governs reports of alleged discrimination and harassment occurring on-post and off-post; during duty hours and non-duty hours; and in working, living, and recreational environments. Violations of this policy by military personnel may subject that person to adverse administrative action or punitive action under the UCMJ. Violations of this policy by civilian personnel may subject that person to disciplinary action and criminal or civil penalties under applicable laws and regulations.
3. General: This policy provides guidance to military personnel alleging unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. This policy also addresses DA civilians who in addition to the discriminatory practices noted above allege age or disability based discrimination. This policy establishes reporting procedures for military and civilian personnel to report cases of sexual harassment.
4. Policy:
 - a. All military personnel, their families, and civilian employees have the right to present related complaints, grievances, or requests for assistance to the chain of command or other reporting officials without fear of intimidation, reprisal or harassment. No member of this command may impede or deny an individual's right to report allegations of discrimination or sexual harassment. Individuals seeking to file a complaint are encouraged to discuss their concerns with their unit chain of command for resolution at the lowest possible level. Discussion with the unit level is at the sole discretion of the complainant and should not be construed as a precondition for reporting alleged discrimination or harassment to the appropriate authority. Soldiers and civilians should receive permission from their supervisors prior to absencing themselves from required duties.
 - b. No member of this command may take disciplinary action or any other form of reprisal against any individual based solely upon their filing of an EO complaint. This does not preclude the command / supervisory chain from taking appropriate disciplinary / adverse administrative action for offenses / poor performance not related to the complaint.

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c. Service members who knowingly provide false information may be subject to punishment under the UCMJ. Civilians may be disciplined, dismissed, or held criminally liable under applicable laws and regulations for making false statements.

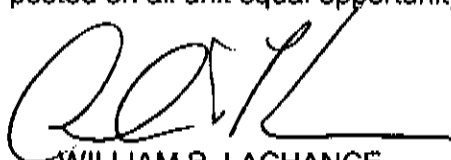
d. Individuals requesting to report alleged discrimination or harassment are encouraged to contact their unit equal opportunity representatives or the chain of command as the most effective means of resolving EO issues. In those circumstances where reporting to the unit equal opportunity representative or chain of command is not appropriate, requesting individuals may seek out and report their concerns to any of the following:

- (1) Higher echelon commander
- (2) Equal Opportunity Advisor
- (3) Inspector General
- (4) Chaplain
- (5) Provost Marshal
- (6) Medical Agency Personnel
- (7) Staff Judge Advocate
- (8) Chief, Community Housing Referral and Relocation Services Office (CHRRS)

5. A copy of this policy will be permanently posted on all unit equal opportunity bulletin boards within the 264th Medical Battalion.

DISTRIBUTION:

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WILLIAM P. LACHANCE
LTC, MS
Commanding